

# **RIVERS AND MOUNTAINS CONSERVANCY**

## **Small Grant Program Guide**



**California Clean Water, Clean Air, Safe Neighborhoods, and  
Coastal Protection Bond Act of 2002**

**The State Resources Agency  
State of California**

January 2003

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***The deadline for Applications is Monday, March 3, 2003, 4:00pm.***

***Applications submitted by mail must be received on or before the deadline. Hand delivered applications will be accepted no later than 4:00pm.***

***Late applications will NOT be accepted.***

***Successful applicants will be notified by RMC on or before June 30, 2003.***

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STATE OF CALIFORNIA  
**Rivers and Mountains Conservancy**

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## **1. BACKGROUND**

### **RMC Authority**

The San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) is an independent State agency within the Resources Agency of the State of California. State law established the RMC in 1999 (Chapters 788 and 789, Statutes of 1999). Its jurisdiction includes the San Gabriel River and its tributaries, the Lower Los Angeles River and its tributaries, and the San Gabriel Mountains, Puente Hills, and San Jose Hills.

It was established to preserve open space and habitats in order to:

- Improve watersheds within its jurisdiction,
- Provide for low-impact recreation and educational uses, and
- Restore and protect wildlife and habitat.

### **Proposition 40**

The voters of California passed the **California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002** (Proposition 40) in March 2002. In the 2002-2003 State Budget, the Legislature appropriated \$18 Million to RMC to support this program in its territory. It is expected that over the next three years the RMC will have approximately \$6 Million available for similar grant programs. Funds are to be awarded for the acquisition, development, rehabilitation, restoration, and protection of land and water resources consistent with the statute creating RMC.

### **RMC Focus**

The broader objectives of RMC as conveyed in the vision statement from the *Common Ground Open Space Plan Phase I* and *Final Report Phase II* are to:

- Create, expand and improve public open space throughout the region
- Improve access to open space and low impact recreation for all communities
- Improve habitat quality, quantity, and connectivity
- Connect open space with a network of trails
- Promote stewardship of the landscape
- Encourage sustainable growth to balance environmental, social, and economic benefits
- Maintain and improve flood protection
- Establish riverfront greenways to cleanse water, hold floodwaters and extend open space
- Improve quality of surface water and ground water
- Improve flood safety through restoration of river and creek ecosystems
- Optimize water resources to reduce dependence on imported water
- Coordinate watershed planning across jurisdictions and boundaries
- Encourage multi-objective planning projects
- Use science as a basis for planning
- Involve the public through education and outreach programs
- Utilize the plan in an ongoing management process

The RMC Board has established criteria based on the above objectives. The four major factors that comprise these criteria include:

- **planning, feasibility, and economic factors;**
- **urban, recreational, and open space factors;**
- **educational and cultural factors; and**
- **natural resource factors.**

## **Specific Geographic Program Areas**

The application of these grant funds enabled through the ***California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002*** is to be applied to the following three program areas that can be understood in geographic terms:

- 1. Urban Core Lands**
- 2. River/Tributary Parkways**
- 3. Mountains, Hills, and Foothills**

These program areas apply to a generalized grouping of projects and are intended to enable categories that can be used to compare and aggregate similar projects, so that wilderness projects are not compared directly with urban context projects, such as brownfield redevelopment projects. Projects may qualify for inclusion in more than one program area. For example, a **Mountains, Hills, and Foothills** project may also qualify as a **River/Tributary Parkways** project. The three program areas are defined as follows:

**Urban Core Lands:** All lands that are within the developed, urban core of the RMC territory and that do not fall directly within the other two categories of rivers, tributaries, mountains hills or foothills.

**River/Tributary Parkways:** Lands falling within one-quarter mile on either side of the centerline of a river or tributary within the RMC territory.

**Mountains, Hills, and Foothills:** The lands lying within the area of a named system of mountains, hills or foothills. More specifically, lands lying within the geographic area of the San Gabriel Mountains, the San Jose, San Rafael, Montebello, Puente, Chino, Coyote, or Signal Hills, the San Gabriel foothills, and within the territory of the RMC.

*To determine the specific area in which your project might fall, please refer to the RMC website at <http://www.rmc.ca.gov/>.*

## **Types of Projects – Small Grants Program**

Under the above geographic focus areas, the RMC envisions funding a wide variety of project types under the larger grants program. These projects shall be of a type outlined in the Board approved Project Evaluation Criteria (see Appendix H). Projects may meet all or some of the criteria, depending on project type, and will be evaluated based on the priorities of the RMC.

**The Small Grants Program project types however will be limited to planning, environmental education or interpretation, and multi-benefit projects, with a focus on watershed improvement projects.** The best projects will be economically feasible and practical.

*Please refer to the RMC website at <http://www.rmc.ca.gov/> for examples of specific projects.*

## Definitions

**"Allocation"** means a distribution of funds or an expenditure limit established for a Grantee for one or more projects.

**"Applicant"** means the local, state or federal agency, nonprofit organization, or Federally Recognized California Indian Tribe, requesting funding from a program administered by RMC.

**"Application"** means the individual Application Form and its required attachments and supporting documentation for grants pursuant to the enabling legislation and/or program.

**"Appropriation"** means a budget authorization from a specific fund to a specific agency/or program to make expenditures or incur obligations for a specific purpose and/or period of time.

**"Brownfields"** means abandoned or underutilized land and buildings in already-developed urban, suburban or rural locations that have actual or perceived contamination from previous or adjoining uses.

**"Competitive"** means the Allocation of moneys for one or more projects for the acquisition, development, or interpretation of recreational lands and facilities, and historical or archeological resources on a project-by-project basis, based upon stated criteria, through the competitive process.

**"Common Ground"** refers to the San Gabriel and Lower Los Angeles Rivers Watershed and Open Space Plan prepared by RMC and approved by a majority of the cities representing a majority of the population, the Board of Supervisors of Los Angeles County, and by the Central Basin Water Association and the San Gabriel Valley Water Association.

**"Connectivity"** means continuity in open space enabling linkages between open space, and wildlife habitat areas and typically including trails and passive or active recreation nodes.

**"Contract"** means the agreement between the RMC, grantee, property owner, and/or mortgage lender, specifying the payment of funds for the performance of a project scope within the project performance period by the grantee.

**"District"** means an agency of the state, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries, such as a regional park district, regional open space district, water district, conservation district, or flood control district.

**"Ecological Value"** means the project will support the relationships between living organisms and their environment.

**"Ecosystem"** means a balanced natural system of living organisms and their environment.

**"Enhancement"** means to modify current conditions and may be used to describe a project that would result in a natural resource, cultural or historic site, recreational area or existing facility achieving a desired level of improvements while considering the protection of the natural environment. It is distinguishable from "restoration" in that it does not imply merely a return to natural conditions but may include the provision of recreation or other aspects that were not original features.

**"Environmental Education"** means programs and related facilities and processes that increase knowledge and awareness about the environment and help develop skills that enable responsible decisions and actions that impact the environment.

**"Environmental Justice"** is the fair treatment and meaningful involvement of all people—regardless of race, ethnicity, income or education level—in environmental decision making. Environmental justice programs promote the protection of human health and the environment, empowerment via public participation, and the dissemination of relevant information to inform and educate affected communities.

**"Federally Recognized California Indian Tribe"** means any California Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for special programs and services provided by the Secretary of the Interior.

**"Grantee"** means an Applicant who has a contract for grant funds.

**"Habitat linkage"** means connections between otherwise isolated areas of habitat that may (1) provide for daily and seasonal movements of animals; (2) facilitate dispersal, gene flow, and rescue effects (for animals or plants); (3) allow for range shifts of species; and (4) maintain flows of ecological processes (e.g., fire, wind, sediments, water).

**"Habitat restoration"** means to restore natural vegetative communities including their capacity to provide food and shelter for wildlife, and perform natural processes including reducing the volume and velocity of runoff, and increasing the water infiltration rates.

**"Indirect Costs"** means expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, contract, project or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to the project; functions such as personnel, accounting, and salaries of supervisors and managers; and overhead such as rent, utilities, supplies, etc.

**"In-Kind"** means applicant's land, materials and/or services provided as matching funds for a project in lieu of monetary type funding.

**"Interpretation"** means an intelligent and meaningful presentation and explanation of the significance and value of natural resources or historical or archeological resources.

**"Jurisdiction"** means the legal boundary of the grant Applicant, i.e. the city, county, district.

**"Local Agencies"** means a city, county, or district entity formed for park purposes pursuant to a joint powers agreement between two or more local entities that are eligible for Grant Programs administered by RMC.

**"Low Impact Recreation"** means any development, rehabilitation, or enhancement of resource-based facilities and the associated visitor activities that results in minimized impacts on natural areas and natural systems. Low impact activities are generally human powered and may include walking, picnicking, hiking, cycling, non-motorized boating or equestrian use, bird watching, fishing, star-gazing or photography; and organized events such as interpretive tours, nature walks or educational programs.

**"Match"** means funds or equivalent in-kind contributions in addition to RMC Grant Funds. Increased consideration will be given to projects that provide matching funds or equivalent in-kind contributions.

**"Multiple Benefit"** means projects that involve more than one public benefit objective including habitat enhancement or protection, water quality improvement, historic resource protection or improvement, public access development, environmental education or any combination of such objectives.

**"Natural habitat"** means relatively undisturbed lands and vegetation communities that provide food and shelter for wildlife and also perform natural functions such as, reducing the volume and velocity of storm runoff, and enabling water infiltration.

**"Nonprofit Organization"** means any private, nonprofit organization, existing under Section 501(c)(3) of the United States Internal Revenue Code and has among its principal charitable purposes the preservation or enhancement of land for scientific, historic, educational, recreational, scenic or open-space values, the protection of the natural environment, or the preservation and enhancement of fisheries and wildlife or their habitat.

**"Notice of Completion and Acceptance of Work"** means the notice completed by the grantee and filed with the county recorder in the county where the property is located, upon completion and acceptance of any and all construction work related to a project.

**"Open Space"** means any area that can potentially serve as wildlife habitat, facilitate natural processes, or allow for public access for passive forms of recreation.

**"Plans"** means the detailed drawings or exact reproductions that show location, character, layout, dimensions, and details of the work to be constructed under the contract for a resource Project.

**"Planning"** means specific preparations necessary to execute eligible projects. Planning includes conceptual designs, pre-schematic work, such as initial architectural or engineering plans prepared during the preliminary project phase; schematic documents; technical consulting; construction design; CEQA documentation; preparation of construction bidding documents; permits or appraisals. Planning costs are distinct from hard project costs of actual construction or land acquisition.

**"Project"** means the planning, education, rehabilitation and restoration, or interpretation activities to be accomplished with grant funds.

**"Project Manager"** means an employee of RMC, who acts as a liaison with Grantees and administers grants.

**"Project Performance Period"** means the period of time that the grant funds are available, and the time in which the project must be completed, billed, and paid.

**"Project Scope"** means the description or activity of work to be accomplished on the project.

**"Property"** means the land, including all structures attached to such land, upon which the project is located.



**"Proposition 40"** means Assembly Bill 1602 of the 2001-2002 Regular Session (Chapter 875, Statutes of 2001) as submitted to the people in accordance with the provisions of Article XVI of the California Constitution.

**"Public access"** refers to public access generally with full right of way from a public thoroughfare or public transportation. It could also mean the provision for visitor support facilities, including public parking, trails, bikeways, restrooms, picnic areas and campgrounds and other recreational facilities.

**"Rehabilitation"** means the act of putting something back or reinstating its original condition or near condition including features or processes.

**"Restoration"** means the process of reproducing, re-establishing or rehabilitating a natural area or a cultural or historical site or feature that has otherwise deteriorated due to either natural or human causes.

**"Riparian"** means locations and associated vegetative communities related to or on the banks of rivers, streams, wetlands, marshes or other water bodies.

**"Scenic Value"** means any historic, open space or other natural resource features with significant visual aesthetic values.

**"Threatened or Endangered Species"** means species listed as defined by the Federal Endangered Species Act passed in 1973.

**"Trailhead and Trailside Facilities"** include, but are not limited to parking, utilities, restrooms, bridges, draining structures, fencing, and interpretive and informational signs, exhibit and brochure shelters and related facilities.

**"Watershed"** means a region or area bound peripherally by a divide or ridge, all of which drains to a particular watercourse or body of water. Most urban sites are now mini-watersheds, with the property line constituting the "ridge" and the storm drain system located in the street constituting the "watercourse" to which it discharges.

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## 2. INTRODUCTION

### Program Intent

The intent of the RMC Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Grant Program is to provide funding for the “acquisition, development, rehabilitation, restoration, and protection of land and water resources” within its jurisdictional boundaries. Grant funds will be awarded on a competitive basis at the sole discretion of the RMC Board.

Projects should be resource-focused and may comprise a range of types. The RMC strongly encourages all grant applicants to review *Common Ground* and *Phase II Final Report*. All projects should be consistent with these plans.

Projects should be focused on open space, watershed, trails, low-impact recreation, wildlife/habitat, cultural or historic, and scenic resources. Small grants are specifically intended for less complex projects, such as planning, environmental education, or interpretation. Planning projects may involve master planning, site planning, or planning dollars to put a project together that may be eligible for Prop 40 grant funds in the next round of funding. Small grant education or interpretation projects should have an emphasis on ecosystems, natural processes, water issues, such as water quality, conservation, supply, or riparian or wetland restoration. The most competitive projects will incorporate multiple benefits.

### Distribution of Funds

Funds have been allocated to RMC by the Legislature under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002. In fiscal year 2002 – 2003, the RMC has approximately \$1 Million available for funding Small Grants. The Board may elect to only fund certain parts or phases of a project in order to maximize the distribution of grant funds among several recipients in different geographic areas. ***Small Grants should have a budget that ranges between \$10,000 and \$100,000.*** (If your project exceeds this limit, please see the separate guide and application for the general grant program, which is available on the RMC website at <http://www.rmc.ca.gov/>.)

### Eligible Applicants

Eligible Applicants will be located within the boundaries of the RMC and include:

- Cities
- Counties
- Districts
- Local Agencies
- Joint Powers Agencies
- State Agencies
- Federal Agencies
- Non-profit organizations (existing under Section 501(c)3 of the IRS Code) *Status does not need to be approved at the time of application, but must be approved at the time of award.*

Individuals and corporations are not eligible for this grant program, however RMC encourages multiple partners or joint projects. As long as the lead agency is one of the above listed eligible applicants, applications will be accepted from joint projects with non-eligible agencies.

## **Permissible Types of Projects**

- Grant funds may be used for planning, education, or interpretation, and should focus on ecosystems, natural processes, and water issues, such as water quality, conservation, or supply.
- Grant funds may also be used for small development projects, such as building a trailhead or trail connector, though such projects should also include an environmental education element.
- Planning costs may include master planning, strategic planning, or site or project specific planning, as long as the plans comply with *Common Ground* and *Phase II Final Report*.
- Project costs may include consultant fees, plan documentation, specifications, CEQA/NEPA planning, and direct project management costs.
- Indirect and Overhead expenses are allowed, though shall not exceed 10% of total Funds. Projects that have lower overhead will be deemed more competitive.

## **Project Types not Permitted**

- Projects that are neither natural resources-based nor focused on water quality, supply, or conservation.
- Operations and Maintenance costs.
- Projects that are located on school properties and not open to the general public or designed solely for school students, unless part of a multi-use project which allows for access from the general public.
- Playground equipment and/or infrastructure such as swingsets and skateparks.
- Facilities that do not have an environmental education focus or theme, such as basketball courts, hockey courts, etc. Multi-use projects may include these elements, but this program will not fund planning or development of them.
- Projects that cause erosion or contribute to flooding.
- BMP (Best Management Practices) directed projects that lack an improved habitat, low impact public recreation access, or environmental education components.
- Projects traditionally provided by the private, non-government sector or by concessionaires, such as gift shops, equipment rentals, concession stands, etc., unless it can be shown that no private entrepreneur is willing to provide services, and there is demonstrated need for the Project.
- Projects that exclusively fulfill other mitigation requirements.

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### 3. IMPORTANT POINTS

- Each proposal must include information that addresses RMC Project Evaluation Criteria.
- Applicants shall submit an individual application for each eligible project within their jurisdiction.
- Small Grants should have a minimum budget of \$10,000 and a maximum budget of \$100,000.
- Grants shall be paid on a reimbursement basis.
- Small Grant projects are generally expected to have a one-year timeline. However, the Grantee must complete the project and submit all documentation at the latest by June 30, 2005.
- The Grantee shall plan for public access and low-impact recreation, unless not applicable.
- Projects which have multiple benefits will be deemed more competitive.
- Grantee shall comply with all applicable current laws and applications.
- All information contained in the grant applications is confidential until the grant awards are announced. After that time, all applications will become public information.
- Grantees must sign an agreement with RMC before money can be disbursed.
- RMC will determine when reports will be required by the grantee, including progress, financial, and monitoring and assessment reports.
- Projects need to meet the criteria set forth in Common Ground and Phase II Final Report, as well as any planning criteria approved by agencies within the project jurisdiction, such as master plans or watershed management plans.
- Subject to the nature of the project, proposals including one or more partners will be deemed more competitive.

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## 4. APPLICATION PROCEDURES

### When to apply

*The deadline for Applications is Monday, March 3, 2003, 4:00pm.*

***Applications submitted by mail must be received on or before the deadline. Hand delivered applications will be accepted no later than 4:00pm. Late applications will NOT be accepted.***

*Incomplete applications will not be disqualified, but applicants should take every effort to complete their application by the deadline.*

*Complete applications will be deemed more competitive.*

### What to submit

A complete application package will consist of **one original** and **ten (10) copies** of the required materials. Applicants shall also provide a copy of their application in an electronic format either in Word or WordPerfect, preferably on a CD. Photos, images, maps, etc. should each be saved in a separate file on the disk. The following materials are required for a complete application:

1. **Application Form** (see Appendix A)
2. A **Project Description** including:
  - a complete description of the project,
  - project goals,
  - project feasibility analysis,
  - how the project will be carried out (include any plans for community outreach, education, or publicity),
  - statement of need for the proposed project,
  - description of audience and geographic area served,
  - description of the final product/deliverables;
  - organizational capabilities,
  - a summary of evaluation criteria, and
  - a monitoring and assessment plan

The description should be in a legible font (we suggest Arial, 12 point) and no more than **two (2)** pages.
3. A **tasklist and timeline** for the project. The tasklist should include a detailed description of each task and should include evaluation and assessment. *An example of a tasklist can be found on the RMC website at <http://www.rmc.ca.gov/>.*
4. **Budget** for the project, including any matching funds that may be used for the project. Please also identify any other grants for which you have applied for this project (include amount, potential funding agency, and contact). **The budget should not exceed \$100,000.** *See the RMC website for an example of a project budget at <http://www.rmc.ca.gov/>.* Applicants should endeavor to submit a budget in the format presented in the example on the RMC website.
5. A **Resolution** from the applicant's governing body that certifies that the project is consistent with Common Ground and Phase II Final Report, as well as local or regional land use plans or programs. (See Appendix C).
6. Project **Location** maps, including Thomas Brothers page, cross-street reference, and project address, if applicable.

7. **Parcel map** and site plan, if applicable.
8. A list of **permits, easements** or **certifications** required, including entity responsible and whether the permit has been issued, if applicable. See Appendix G for a template.
9. An outline of how the project will address future **operations and maintenance** needs (no more than one page), if applicable.
10. All **agreements** associated with the project, especially for operation and maintenance, if applicable.
11. If applicable, proof of **non-profit status**.
12. Project Site **Photographs**, if applicable (no more than four (4) photographs, not larger than 8 ½" by 11"). Digital format is preferred, on CD, and each photograph should be saved as a separate file.

*Please do not submit additional materials, such as letters of support, press clippings, or brochures that have not been specifically requested.*

## Evaluation and Reporting Requirements

Each project proposal should clearly define measurable and outcome-oriented goals and objectives for the project, performance measures to track progress toward objectives, and a reporting system to present the analysis of performance measures. The goals and objectives should be set to demonstrate the project's contribution to RMC's overall mission and to targets identified for each specific project. These goals and objectives can be set periodically and over the long term as appropriate.

The RMC is interested in measuring the progress of each of its activities in achieving results or outcomes. Hence, the focus of each project evaluation must be on outcomes, defined as the project results or impact on users and society. Output and other measures are important, but the focus should be on results. The cash equivalent of staff time dedicated in kind to evaluation and reporting in the project proposal will be counted as matching funds. Each successful grantee will be required to work with the RMC to develop an evaluation and reporting framework.

## Selection and Notification

Selection of grants will be competitive, though ultimately at the sole discretion of the RMC Board. The Board will use specific criteria to help them prioritize projects to be funded. Criteria will include:

- Project feasibility and readiness;
- Whether the project has one or more partners, if applicable;
- RMC project evaluation criteria (It is not expected nor required that projects meet all criteria). The full criteria is attached as Appendix H and summarized below:

### I. Planning, Feasibility, and Economic Factors

- Is the project consistent with the guiding principles of Common Ground and Phase II Final Report?
- Is the project consistent with local land use and/or approved by the guiding agency?
- Is the project significant to one or more partner agencies or organizations?
- Is the project immediately feasible upon funding, with clearly stated goals?

## II. Urban, Recreational and Open Space Factors

- Does the site contribute to existing green areas in urbanized area, or serve an under-served or park-poor community?
- Does the project help reduce non-point source water pollution (may be through riparian restoration, groundwater recharge, etc.)?
- Is the project part of an existing or proposed trail plan or does it connect communities to major existing or planned trails?
- Does the site contain suitable area for a low-impact recreation facility (educational center, picnic area, useable open space, campground, or interpretive center)?
- Does the site provide universal access by the public with full right of way?
- Is the site/project part of an area of exceptional scenic value or is identified in a government agency plan?

## III. Educational and Cultural Factors

- Does the project include active stakeholder participation in the planning and monitoring process and/or provide on-site educational or interpretive programs?
- Does the site contain archaeological, cultural or historical resources of local, state or national significance?

## IV. Natural Resource Factors

- Does the site provide habitat for state or federally listed flora or fauna species?
- Does the site provide for habitat linkages?
- Is the project site suitable for restoration?
- Does the project provide opportunities for water quality improvement?

Additional points will be added for projects that have Multiple Benefits.

***Successful applicants will be notified by RMC on or before June 30, 2003.***

## **Matching Criteria**

Although matching funds or services are not required, priority shall be given to projects that include a commitment for a matching contribution. Matching funds may include prior project planning, operations and maintenance, volunteer support, and ongoing monitoring and assessment. Contributions may be in the form of money, property, or services.

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## 5. PROJECT ADMINISTRATION

### Normal Grant Process

RESPONSIBLE ENTITY	TASK
RMC	Announces grant program and pre-submission workshop
RMC	Holds pre-submission Grant Workshops January 21-23, 2003.
Applicant	Submits application and supporting documents to the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC).
RMC	RMC Grant Committee evaluates proposals, may perform site visits on semi-finalists, and recommends Projects for funding.
RMC	Notifies Applicants of grant awards.
RMC	Sends a grant Agreement to the Grantee.
Grantee	Returns the signed Agreement to RMC.
RMC	Sends a fully executed Agreement to the Grantee.
Grantee	Commences work on the Project.
Grantee	Submits required reports to RMC.
Grantee	Requests progress payments.
Grantee	Upon completion of the Project, posts signs acknowledging source of funds.
Grantee	Submits Project completion packet.
RMC	Checks final documentation for completeness and accuracy and makes final inspection of Project.
RMC	Processes the final payment.
Grantee	Submits documents for audit, if requested.

### Conflict of Interest and Confidentiality

All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Accordingly, before submitting an application, applicants are urged to seek legal counsel regarding potential conflict of interest concerns that they may have and requirements for disclosure. Applicable statutes include, but are not limited to, Government Code Section 1090, and Public Contract Code Sections 10410 and 10411 for State conflict of interest requirements.

Applicants should note that by submitting an application, they waive their rights to the confidentiality of that application. RMC staff will review each application. Once the application is signed and submitted to RMC any privacy rights as well as other confidentiality protections afforded by law will be waived.



## Project Withdrawal

If a Grantee wishes to withdraw a Project, Grantee shall notify RMC in writing. In the event an approved project cannot be completed, and if grant funds were advanced, those funds, plus any accrued interest, must be returned to the State.

## Eligible Costs

All eligible costs must be supported by appropriate documentation.

<b>COSTS</b>	<b>EXPLANATION</b>	<b>EXAMPLES</b>
Planning Costs	<ul style="list-style-type: none"> <li>Include planning, plan documentation, designs, appraisals and negotiations, permit costs, consultant costs</li> </ul>	<ul style="list-style-type: none"> <li>CEQA compliance</li> <li>Construction plans</li> <li>Master Plans</li> </ul>
Personnel or Employee Services	<ul style="list-style-type: none"> <li>Must be computed according to the Grantee's prevailing wage or salary scales</li> <li>Must be computed on actual time spent on Project</li> <li>Must not exceed the Grantee's established rates for similar positions</li> </ul>	<ul style="list-style-type: none"> <li>Wages and benefits</li> <li>Work performed by another section/department in agency</li> </ul>
Consultant Services	<ul style="list-style-type: none"> <li>Costs paid to consultants necessary for the Project</li> <li>Consultants must be paid in compliance with the Grantee's customary method and rate</li> <li>No consultant fee shall be paid to the Grantee's own employees without prior approval</li> </ul>	<ul style="list-style-type: none"> <li>Costs paid to consultants necessary for the Project</li> </ul>
Construction	<ul style="list-style-type: none"> <li>All necessary construction activities</li> <li>Construction management</li> </ul>	<ul style="list-style-type: none"> <li>Site preparation, grading</li> <li>Facility development</li> <li>Inspection and construction management</li> </ul>
Construction Equipment	<ul style="list-style-type: none"> <li>The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes</li> <li>The Grantee may use the California Department of Transportation's equipment rental rates as a guide</li> <li>The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage</li> <li>The equipment use charges must be made in accordance with the Grantee's normal accounting practices</li> <li>The Grantee must describe the work performed, the hours used, and related use to Project</li> </ul>	<ul style="list-style-type: none"> <li>Rental equipment</li> <li>Leased equipment</li> <li>Purchased equipment</li> </ul>
Fixed Equipment	<ul style="list-style-type: none"> <li>Equipment permanently fixed to Project facility</li> </ul>	<ul style="list-style-type: none"> <li>Fixed resting areas/benches</li> </ul>
Construction Tools/Supplies/Materials	<ul style="list-style-type: none"> <li>May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay</li> <li>Costs may be capitalized according to the Grantee's standard policy</li> <li>The Grantee may only claim those costs reasonably attributable to the Project</li> </ul>	<ul style="list-style-type: none"> <li>Materials such as concrete, wood, etc.</li> <li>Supplies such as fasteners, nails, or other hardware and non-fixed equipment</li> </ul>
Indirect/Overhead	<ul style="list-style-type: none"> <li>Costs shall not exceed 10% of grant total</li> </ul>	<ul style="list-style-type: none"> <li>Administrative overhead</li> </ul>
Environmentally Aimed BMP Measures	<ul style="list-style-type: none"> <li>Components to storm water management projects that include habitat supporting measures</li> </ul>	<ul style="list-style-type: none"> <li>Filtration systems</li> <li>Erosion control materials</li> </ul>
Education Infrastructure	<ul style="list-style-type: none"> <li>All fixed materials that serve interpretive or educational purposes</li> </ul>	<ul style="list-style-type: none"> <li>Signs/Interpretive aids/Kiosks</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>Other Project-related costs</li> </ul>	<ul style="list-style-type: none"> <li>Communications expenses</li> <li>Construction insurance</li> <li>Signs/Interpretive aids</li> <li>Transportation costs</li> </ul>

## Ineligible Costs

The following is a non-exclusive list of ineligible project costs:

COSTS	EXPLANATION	EXAMPLES
Operations and Maintenance Costs	<ul style="list-style-type: none"><li>Costs necessary for the short or long term operation and maintenance of property or facilities once the property has been acquired or the facility or area has been restored, rehabilitated, or developed</li></ul>	<ul style="list-style-type: none"><li>Personnel or employee services</li><li>Equipment, supplies</li></ul>
Non-fixed Equipment	<ul style="list-style-type: none"><li>Equipment that is not permanently fixed to the project facility or used for construction</li></ul>	<ul style="list-style-type: none"><li>Computer equipment (hardware and software)</li><li>Portable equipment</li></ul>
Playground Equipment or Infrastructure	<ul style="list-style-type: none"><li>Active recreation equipment costs are ineligible</li></ul>	<ul style="list-style-type: none"><li>Swingsets, skateparks, pools, ball field apparatus, basketball courts</li></ul>
Mitigation Costs	<ul style="list-style-type: none"><li>Costs associated with exclusively fulfilling mitigation requirements for this or other projects</li></ul>	<ul style="list-style-type: none"><li>Land acquisition, development, restoration or rehabilitation for mitigation for this or other projects</li></ul>
Ceremonial or Publicity Expenses	<ul style="list-style-type: none"><li>Funds may not be used for ceremonies, parties, or other publicity expenses (except for required signage)</li></ul>	<ul style="list-style-type: none"><li>Food and beverages</li><li>Facility rental</li></ul>
Ineligible Travel	<ul style="list-style-type: none"><li>Travel costs not directly associated with the project</li><li>Travel claimed when no work time was claimed for the same period</li></ul>	<ul style="list-style-type: none"><li>Travel expenses</li></ul>
Lobbying/Fundraising	<ul style="list-style-type: none"><li>Costs associated with grant application preparation, for this grant or for others associated with this or any other project</li><li>Costs associated with lobbying legislature or other bodies for funds for this or any other project</li></ul>	<ul style="list-style-type: none"><li>Staff time</li><li>Lobbyist fees</li><li>Travel expenses</li></ul>
Contract Cost Overruns	<ul style="list-style-type: none"><li>Unapproved contract costs overruns exceeding the allowable amount as per contract budget specifications</li></ul>	<ul style="list-style-type: none"><li>Unapproved costs</li></ul>

Questions associated with eligible or ineligible costs should be directed to the Grant Program Administrative Contact **prior to** submittal of application or budget.

## Changes to Project Scope

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing to RMC for approval. Any change must be consistent with the authorizing legislation and *Common Ground* and *Phase II Final Report*.

## Time Extensions

The Grantee is expected to complete the project according to the time identified in their project timeline. However each contract will have a project performance period of three years to allow for unexpected events. An extension of the three-year performance period is unlikely.

## Payments of Grant Funds

- Disbursements of grant funds will be made incrementally, as separate components of the Project are satisfactorily completed.
- Payments shall be on the basis of costs incurred, less 10% to be withheld from all invoiced amounts.

- Requests for reimbursement are preferred on a quarterly basis. Requests must include documentation that demonstrates that costs have been incurred and an itemized description of all work done for which reimbursement is requested. Payment requests should clearly identify the specific elements of the work plan to which they pertain. (Reference Appendix E, Payment Request Form).
- Grantees should allow four to six weeks to receive payment after submitting a complete payment request package.
- Any request that is submitted without supporting documents will not be approved for payment.

## Advance Payment Requests

- ***As a general rule, advance payments for Project costs are not allowed.*** RMC, at its sole discretion, may honor advance payment requests, if warranted by a documented compelling need.
- If an advance payment is requested, the Grantee will complete a Payment Request Form (Appendix E), accompanied by a written request for advance payment and all cost estimates for services, equipment and supplies to support the advanced amount requested.
- If any advance payments are received from the RMC, they must be deposited in a separate interest-bearing account. Interest earned on advances shall be spent on eligible Project costs subject to prior approval by RMC. Unless spent on approved costs, the grant Agreement shall be reduced by the amount of the interest earned.

## Final Payment Request

The funds withheld from Project payments are referred to as the Final Payment Request. The Project Completion procedures that must be followed can be found in Appendix F.

## Site Visits

The Grantee shall permit and arrange periodic site visits including a final inspection by RMC to determine if the work performed is in accordance with the approved Project Scope, if applicable.

## Loss of Funding

The following actions may result in a loss of part or all of the funding allocation to the Grantee:

- A Grantee fails to return a signed agreement with the RMC within 60 days of receipt of the grant agreement.
- A Grantee withdraws from the Program.
- A Grantee fails to complete all funded Projects and/or fails to submit all documentation before June 30, 2005.

## Accounting Requirements

Grantees shall maintain an accounting system that does the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards;

- Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.); and
- Provides accounting data so the total cost of each individual Project can be readily determined;

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## **6. AUDIT**

Projects are subject to audit by the State for three years following the final payment of grant funds. The purpose of the audit is to verify that project expenditures were properly documented.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit will include all books, papers, accounts, documents, or other records of the Grantee, as they related to the project for which RMC funds were granted. The Grantee shall have the Project records, including the source documents and cancelled warrants, readily available to the State. The Grantee must also provide an employee having knowledge of the Project and the accounting procedure or system to assist the State's auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the State.

All Project records must be retained for at least one year following an audit or final disputed audit findings.

## 7. APPENDICES

### Appendix A, Application Form

State of California – The Resources Agency  
**RIVERS AND MOUNTAINS CONSERVANCY**

**CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL  
PROTECTION ACT OF 2002**

**SMALL GRANT PROJECT APPLICATION**

This Form and Required Attachments Must Be Submitted for Each Project Site

PROJECT NAME	AMOUNT OF GRANT REQUESTED (Not to exceed \$100,000) \$										
	Estimated TOTAL PROJECT COST (State Grant and other funds) \$										
Grant Applicant (Agency/Organization and Address)	COUNTY	NEAREST CITY									
	PROJECT ADDRESS										
	NEAREST CROSS STREET										
	SENATE DISTRICT NO.	ASSEMBLY DISTRICT NO.									
Grant Applicant's Representative Authorized in Resolution											
<table border="0"><tr><td>Name</td><td>Title</td><td>Phone</td></tr><tr><td colspan="3">Person with day-to-day responsibility for Project (if different from authorized representative)</td></tr><tr><td>Name</td><td>Title</td><td>Phone</td></tr></table>			Name	Title	Phone	Person with day-to-day responsibility for Project (if different from authorized representative)			Name	Title	Phone
Name	Title	Phone									
Person with day-to-day responsibility for Project (if different from authorized representative)											
Name	Title	Phone									
Brief description of Project											
I certify that the information contained in this Project Application form and Application requirements is accurate.											
Signed _____ Grant Applicant's Authorized Representative as shown in Resolution											
Date _____											

## Appendix B, Project Application Checklist

### SMALL GRANT PROJECT APPLICATION CHECKLIST

The Project Application Package shall consist of the following items. An Applicant may submit multiple Applications. However, the Applicant shall submit one complete Project Application Package per project site to RMC, which will then be rated by the Board.

- ☐ **Signed Application Form** (see Appendix A)
- ☐ A **Project Description** including:
  - a complete description of the project,
  - project goals,
  - project feasibility analysis,
  - how the project will be carried out (include any plans for community outreach, education or publicity),
  - statement of need for the proposed project,
  - description of audience and geographic area served,
  - description of final product/project deliverables,
  - organizational capabilities,
  - a summary of evaluation criteria, and
  - a monitoring and assessment plan.
- ☐ A **tasklist and timeline** for the project. The tasklist should include a detailed description of each task and should include evaluation and assessment.
- ☐ **Budget** for the project, including any matching funds that may be used for the project. The Budget should be in the range of \$10,000 to \$100,000. Please also identify any other grants for which you have applied for this project (include amount, potential funding agency, and contact).
- ☐ A **Resolution** from the applicant's governing body, which certifies that the project is consistent with Common Ground and Phase II Final Report, as well as local or regional land use plans or programs (see Appendix C).
- ☐ If applicable, Project **Location** maps, including Thomas Brothers page, cross-street reference, and project address.
- ☐ If applicable, **Parcel map** and site plan.
- ☐ If applicable, a list of **permits, easements** or **certifications** required, including entity responsible and whether the permit has been issued. See Appendix G for a template.
- ☐ If applicable, an outline of how the project will address future **operations and maintenance** needs (no more than one page).
- ☐ If applicable, all **agreements** associated with the project, especially for operation and maintenance.
- ☐ If applicable, proof of **non-profit status**.
- ☐ If applicable, Project Site **Photographs** (no more than six (6) photographs, not larger than 8 ½" by 11").

*Please do not submit additional materials, such as letters of support, press clippings, or brochures that have not been specifically requested.*

## Appendix C, Sample Resolution

*Applicants need not use this specific language as long as the resolution matches the intent and purpose of this sample.*

Resolution No: \_\_\_\_\_

RESOLUTION OF THE \_\_\_\_\_  
(Title of Governing Body, City Council, Board of Supervisors)

**APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE  
CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOODS, AND COASTAL  
PROTECTION BOND ACT OF 2002**

For \_\_\_\_\_  
(Project)

WHEREAS, the people of the State of California have enacted the Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002 which provides funds for the RMC Grant Program; and

WHEREAS, the Rivers and Mountains Conservancy (RMC) has been delegated the responsibility for the administration of the grant program in its jurisdiction, setting up necessary procedures; and

WHEREAS, said procedures established by RMC require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California for the Project;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Applicant's Governing Body )

1. Approves the filing of an Application for local assistance funds from the **RMC Small Grant Program** under the Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002; and
2. Certifies that the Project is consistent with local or regional land use plans or Programs (or if it is not, that the project is still approved); and
3. Certifies that the Project is consistent with Common Ground and Phase II Final Reports; and
4. Certifies that the Applicant has reviewed and understands the General Provisions contained in the Procedural Guide; and
5. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to,



Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

Approved and Adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by  
\_\_\_\_\_ following a roll call vote:  
(Applicant's Governing Body)

Ayes \_\_\_\_\_

Noes \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
(Clerk)

## **Appendix D, Sample Contract**

**A Sample Contract is available at [www.rmc.ca.gov](http://www.rmc.ca.gov)**

## Appendix E, Payment Request Form

### SMALL GRANT PAYMENT REQUEST RMC Resources Bond Act of 2002 Grant Program

See Instructions on reverse

1. PROJECT NUMBER		2. CONTRACT NUMBER	
3. GRANTEE			
4. PROJECT TITLE			
5. TYPE OF PAYMENT ADVANCE <input type="checkbox"/>		REIMBURSEMENT <input type="checkbox"/>	
		FINAL <input type="checkbox"/>	
6. <b>PAYMENT INFORMATION</b>			
a. Project Amount		\$ _____	
b. Funds Received to Date		\$ _____	
c. Available (a. minus b.)		\$ _____	
d. Amount of This Request		\$ <input type="text"/>	
e. Remaining Funds After This Payment (c. minus d.)		\$ _____	
7. <b>SEND WARRANT TO:</b>			
GRANTEE NAME		_____	
STREET ADDRESS		_____	
CITY, STATE, ZIP CODE		_____	
<b>ATTENTION</b>		_____	
8. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION		TITLE	DATE
FOR RMC USE ONLY			
PAYMENT APPROVAL SIGNATURE			DATE

This form must be accompanied by complete and accurate documentation of expenses.

## **PAYMENT INSTRUCTIONS**

The following instructions correspond to items on the Payment Request Form:

1. PROJECT NUMBER -- The number assigned by the State to this Project
2. CONTRACT NUMBER -- As shown in Certification of Funding section of the Project Contract
3. GRANTEE -- GRANTEE name as shown on the Project Contract
4. PROJECT TITLE -- Title of Project for which payment is requested
5. TYPE OF PAYMENT -- Check appropriate box
6. PAYMENT INFORMATION
  - (a) State Project Grant Amount -- The amount of state grant funds allocated to this Project
  - (b) Funds Received to Date -- Total amount already received for this Project
  - (c) Available -- (a. minus b.)
  - (d) Amount of This Payment Request -- Amount that is being requested
  - (e) Remaining Funds After This Payment -- (c. minus d.)
7. SEND WARRANT TO -- Grantee name, address and contact person
8. SIGNATURE OF AUTHORIZED REPRESENTATIVE

Payment request forms must be accompanied by a progress report detailing activities completed and an itemized list of all charges documenting check numbers, amounts, dates, recipients, and purpose of the charges. You may use the Project Summary Form in the Project Completion Packet. Payment requests should clearly identify elements of the work plan to which they relate.

*Payment requests without complete and accurate documentation will not be approved for payment until required information is received.*

## Appendix F, Project Completion Packet

### RMC GRANT PROGRAMS

This packet will assist in the preparation of documents necessary to complete RMC grant projects. Any questions should be directed to your project Manager.

1. READ ALL MATERIALS IN THIS PACKET. Share it with individuals who will be preparing the financial documents.
2. Use this packet for all RMC grant programs. Make copies of the forms as needed.
3. FORMS. The forms in this packet have been designed for your convenience. You may elect to use another format provided that all requested information is presented in a clear and concise manner.
4. REMEMBER, YOU ARE REQUIRED TO KEEP SOURCE DOCUMENTS FOR ALL EXPENDITURES RELATED TO EACH GRANT FOR AT LEAST THREE YEARS FOLLOWING PROJECT COMPLETION. A project is considered complete upon receipt of final grant payment from RMC
5. The specific RMC grant program guide provides further information on project administration.

### PROJECT COMPLETION CHECKLIST

Please submit the following documentation to receive final payment for the grant project. Incomplete documentation may result in a delayed payment.

#### REQUIRED

- ☐ Payment Request Form (attached) – One copy of the payment request form signed by authorized representative.
- ☐ Project Certification Form (attached) – Ensure that the form is completely filled out and signed by the Grantee representative responsible for fiscal accountability.
- ☐ Project Cost Summary Form (attached) – use this form or equivalent for final payment requests and reimbursement requests to summarize all project costs. Include warrant number, date, recipient, purpose (i.e. construction contract, fencing materials) and amount.

#### IF APPLICABLE:

- ☐ Labor Costs Summary Form (attached) – Summarize any in-house labor costs charged to the project; the summary should note the location of source documentation to verify the summary (i.e., journal voucher number, work authorization, etc.). You may claim standard hourly wages plus benefits; no overhead.
- ☐ Equipment Cost Summary Form (attached) – include type of equipment, dates, amount, work performed. Indicate how the rate was obtained (i.e., Department of Transportation standards).
- ☐ Report of Expenditures Charged to Other Funding Sources (attached) – include check number, date of check, name of recipient, purpose, and amount.

## PROJECT CERTIFICATION FORM

GRANTEE: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

GRANTEE CONTACT FOR AUDIT PURPOSES

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

PROJECT DESCRIPTION – List facilities developed and/or property acquired:

LIST OTHER FUNDS ON PROJECT (SOURCES AND AMOUNTS):

INTEREST EARNED ON ADVANCE GRANT FUNDS: \$ \_\_\_\_\_

HAS A NOTICE OF COMPLETION BEEN FILED? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO, PLEASE EXPLAIN:

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named Project(s) and that the Project(s) is complete and we have made final payment for all work done.

\_\_\_\_\_  
Grantee Fiscal Representative, Title

\_\_\_\_\_  
Date

## PROJECT COSTS SUMMARY FORM

Grantee Name \_\_\_\_\_ Project Number \_\_\_\_\_

Warrant/Check Number	Date	Recipient	Purpose	Amount
-------------------------	------	-----------	---------	--------

---

---

Total Labor Costs (from attached form) \$ \_\_\_\_\_

Total Equipment Costs (from attached form) \$ \_\_\_\_\_

Total Charges to Other Sources (from attached form) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

### LABOR COSTS SUMMARY FORM

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name \_\_\_\_\_ Project Number \_\_\_\_\_

Work Authorization #	Unit Performing Work	Dates/ Pay Period	Purpose	Amount
-------------------------	-------------------------	----------------------	---------	--------

---

Subtotal \$ \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form) Total \$ \_\_\_\_\_



**EQUIPMENT COSTS SUMMARY FORM**

*(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)*

Grantee Name\_\_\_\_\_ Project Number\_\_\_\_\_

Type of Equipment	Dates Work Performed	Amount
-------------------	----------------------	--------

---

Subtotal \$\_\_\_\_\_

(Carry Total forward to Project Costs Summary Form) Total \$\_\_\_\_\_

# REPORT OF EXPENDITURES CHARGED TO OTHER FUNDING SOURCES

(RMC will consider the use of organizational records in lieu of this form if they contain all of the required information as shown on this form. Grantees should still summarize information on this form.)

Grantee Name\_\_\_\_\_ Project Number\_\_\_\_\_

Costs charged to other Funding Sources: Grantee's own funds, State or Federal funds, other grants, etc.

Check Number	Date of Check	Recipient	Purpose	Amount
-----------------	------------------	-----------	---------	--------

---

Subtotal \$\_\_\_\_\_

(Carry Total forward to Project Costs Summary Form)

Total \$\_\_\_\_\_

## Appendix G, Permit Form

If applicable, please complete the following form regarding any permits, easements, or certifications that may be required by your project (attach additional pages as necessary).

Type of Permit	Granting Agency	Status of Permit	Date approval expected/given
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

## Appendix H, Project Evaluation Criteria

### RMC PROJECT EVALUATION CRITERIA

#### Program Areas:

Mountains and Foothills

River Parkways

Urban Core

*(one point allocated for each applicable criterion)*

## I. Planning, Feasibility, and Economic Factors – 17 points

### **PREVAILING LAND USE: (Check one – no points)**

- ☐ The project is consistent with local land use (zoning).
- ☐ The project is not consistent with local land use (zoning) but the city/county approves of the project.
- ☐ The project is not consistent with local land use (zoning) and the city/county does not approve of the project.

### **I-A. OPEN SPACE PLAN VALUE - 1 point**

- ☐ The project is consistent with the guiding principles of *Common Ground* or is part of an agency Open Space Plan that is consistent with the principles of *Common Ground* and the city has adopted the Open Space Plan.

### **I-B. PARTNER RESOURCE VALUE - 3 points**

- ☐ The project is of significance to one or more partner government agencies that have funds available.
- ☐ Acquisition of the project would assist a government agency to fulfill its master land protection or recreation plan but matching funds are not available.
- ☐ The project is of significance to one or more local citizen groups or non-governmental organizations that have matching funds available.

### **I-C. ECONOMIC VALUE - 5 points**

- ☐ Funding has been specifically allocated by a government and/or non-government entity.
- ☐ Development threat of the project is imminent that would preclude future park use and the project is available for sale.
- ☐ The project is available under bargain or opportunity sale conditions.
- ☐ The project is subject to substantial, but less than imminent, threat of development, with unmitigable impacts.
- ☐ The owner of the project is willing to sell.

### **I-D. FEASIBILITY VALUE - 8 points**

- ☐ The project has clear goals.
- ☐ The project evaluates outcomes based on stated goals.
- ☐ The project identifies ways to measure success of meeting stated goals.
- ☐ Project implementation could begin immediately upon receipt of grant funds.
- ☐ The planned restoration activities are technically feasible and practicable.
- ☐ The planned restoration activities are biologically feasible and practicable.

- ☐ The project is of significance to a partner agency and/or organization that would undertake ownership and/or management responsibilities.
- ☐ The project uses best management practices consistent with *Common Ground*.

## **II. Urban, Recreational and Open Space Factors – 28 points**

### **II-A. URBAN RESOURCE VALUE - 9 points**

- ☐ The project holds potential to clean up an identified Brownfield.
- ☐ The project has natural geologic contours and/or vegetation and is surrounded by urban development.
- ☐ The project contributes to an existing or proposed park, natural area, corridor or greenway in an urbanized area.
- ☐ The project is located in an under-served or park-poor community.
- ☐ The project provides linkage to open space in an adjacent urban area.
- ☐ The project is located in an industrialized area.
- ☐ The project would enhance flood control measures (e.g. stormwater retention) if developed for open space use.
- ☐ The project contributes to the persistence of ecosystem processes which, if removed through development, would pose a hazard to life and property if the project were developed.
- ☐ The project contains or improves groundwater supply and/or recharge capabilities.

### **II-B. TRAIL/BIKEWAY RESOURCE VALUE - 5 points**

- ☐ The project is identified in an existing or proposed trail plan (e.g. Master Bikeway Path Plan) or connects communities to major existing or planned trails or open space.
- ☐ The project would provide urban walkways that connect the community with existing open space.
- ☐ The project would provide amenities that would enhance public use of a trail.
- ☐ The project would accommodate a new trail into an inaccessible area.
- ☐ The project would provide a scenic buffer for an existing or planned trail.

### **II-C. RECREATIONAL RESOURCE VALUE - 4 points**

- ☐ The project contains a suitable area for a recreational facility - educational center, picnic area, useable open space, campground, or interpretive center.
- ☐ The project could provide an access point, parking, and/or interpretive display for an adjacent protected area or overlook.
- ☐ The project could support recreational development ancillary to the primary value of an adjacent protected area.
- ☐ The project could provide additional access to an adjacent protected area.

### **II-E. ACCESS VALUE - 6 points**

- ☐ The project would be easily accessible and provides universal access by the public with full right-of-way.
- ☐ The project is within walking distance easily accessible from public transportation.
- ☐ The project has features making it easily accessible to people with limited mobility or other disabilities.
- ☐ The project would be accessible via an adjacent protected area.
- ☐ The project has adequate space for on-site parking and/or available street parking that is located in an area where neighborhood conflicts would not arise.

- ☐ The project provides access to an existing or planned watershed resource.

#### **II-F. SCENIC RESOURCE VALUE - 4 points**

- ☐ The project is part of an area of exceptional scenic value and/or has been so identified in a government agency plan.
- ☐ The project contains unique scenic natural resources such as waterfalls, wildflower displays, geologic formations, vistas of scenic grandeur.
- ☐ The project contains viewshed of an open space area, river or public use area.
- ☐ The project contains scenic resources that are representative of the area.

### **III. Educational and Cultural Factors - 11 points**

#### **III-A. EDUCATIONAL VALUE - 7 points**

- ☐ The project plans include active stakeholder participation in the planning and monitoring process.
- ☐ The project promotes a sense of place and community.
- ☐ The project includes on-site educational programs and research opportunities with local schools, colleges and universities.
- ☐ The project provides on-site staff or volunteers for interpretation.
- ☐ The project includes facilities for watershed education (e.g. museum, visitors' center).
- ☐ The project includes interpretive signage.
- ☐ The project includes an interpretive kiosk.

#### **III-B. CULTURAL OR HISTORIC RESOURCE VALUE - 4 points**

- ☐ The project contains a registered archaeological or historical resource of national or statewide significance.
- ☐ The project includes an expression of historic and/or community cultural values.
- ☐ The project contains a registered archaeological or historical resource of regional significance.
- ☐ The project contains a registered archaeological or historical resource of local significance.

### **IV. Natural Resource Factors - 21 points + points allotted for Listed Species**

#### **IV-A. HABITAT RESOURCE VALUE - 9 points + points allotted for Listed Species**

- ☐ The project is used by a special status species, or a candidate for special status species according to federal, state, local, or California Native Plant Society designations. 1 Point is allotted for each Listed Species within Project Scope.
- ☐ The project contributes to the connection of existing protected core areas by serving as a habitat linkage or movement corridor for wildlife.
- ☐ The project would restore degraded connection between existing core areas.
- ☐ The project contains rare, remnant, or specially endangered habitat.
- ☐ The project contains habitat which support a unique ecological process, e.g. long-distance seasonal migration.
- ☐ The project largely contains undisturbed native habitat with a natural level of species diversity and/or species richness.
- ☐ The project preserves habitat diversity and biodiversity, both regionally and locally.
- ☐ The project contains endemic species & communities.

- ☐ The habitat provides a buffer between protected or proposed protected areas and incompatible uses (e.g. Wildland-Urban Interface).

#### **IV-B. RESTORATION RESOURCE VALUE - 7 points**

- ☐ Conditions at the project site are suitable for restoration toward an identified historic habitat.
- ☐ Suitable water resources are present, or can be derived through project activities including conservation and water recycling.
- ☐ Invasive species problems are directly addressed in the project plans, and it is reasonable to expect that control measures will be successful.
- ☐ The project contains a reasonable plan for restoration of suitable habitat.
- ☐ The project contains a reasonable plan for evaluating the success of restoration.
- ☐ The project increases the effective size of a protected area.
- ☐ The owner is willing to participate in a restoration project (e.g. Conservation easement).

#### **IV-C. HYDROLOGIC RESOURCE VALUE - 5 points**

- ☐ The project includes opportunities for water quality improvement.
- ☐ The project is located within a county-designated ecologically sensitive watershed and/or Significant Ecological Area, and/or the project contains aquatic or riparian habitat.
- ☐ The project protects watershed processes that are important for supporting downstream habitat or open space uses.
- ☐ The project makes use of recycled water.
- ☐ The project supports substantial upland vegetative cover or riparian habitat in a watershed.

**Total Score \_\_\_\_\_**

#### **Multiple Benefits Factor**

**Additional points will be added to the total score for projects which score according to the schedule outlined below:**

Multiple Benefits Bonus - check one of the following:

- ☐ If the Project total score is greater than 80% of the total available points, add 4 additional points
- ☐ If the Project total score is greater than 70% of the total available points, add 3 additional points
- ☐ If the Project total score is greater than 60% of the total available points, add 2 additional points
- ☐ If the Project total score is greater than 50% of the total available points, add 1 additional point

**+ Multiple Benefits Factor \_\_\_\_\_**

**= Final Score \_\_\_\_\_**